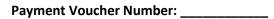
Zululand District Municipality (DC26)

Lot B-400, Gagane Street, Ulundi 3838 Tel: 035 874 5500 Fax :035 874 5589

SCM Compliance Checklist





Levels	Compliance	Compliance yes/no	Comments
	Written requisition authorised by HOD and approved by CFO.		
Level 0	=R500 Petty Cash</td <td></td> <td></td>		
	One verbal quotation.		
	·		
Level 1	>R500 and =R2000</td <td></td> <td></td>		
	at least 1 written quotations.		
	Prior to ward, written confirmation of successful quotation.		
Level 2	>R2000 and >/= R30 000		
	At least 1 written quotation and 2 verbal quotes =R10 000</td <td></td> <td></td>		
	At least 3 written quotations for >/=R10 000 up to R30 000		
	Accredited supplier or alternatively meets the criteria.		
	MBD4 to be completed.		
	If less than three quotation obtained, CFO approval.		
	If order is >R10 000 check that supplier is not on the national		
	treasury database of restricted suppliers.		
	Original valid tax clearance certificate for quotation >R15 000.		
Level 3	>R30 000 and =R200 000</td <td></td> <td></td>		
	At least 3 written quotations.		
	Accredited supplier, or alternatively, meets the listing criteria.		
	MBD4 to be completed.		
	If less than three quotations obtained, CFO approval		
	At least 7 days' advertisement on the notice board and municipal website.		
	Award to be made on the preference points system, with a valid BBBEE certificate.		
	Check that supplier is not on the National Treasury Database of the restricted suppliers.		
	Original valid tax clearance certificate.		
Level 4	>R200 000 (competitive bidding)		
	Refer to separate checklist		
	Written purchase order approval by SCM Manager and CFO		
	Supplier invoice to be approved by CFO and MM		
	Ensure that payment is effected within 30 days of date of receipt of supplier invoice.		
compiled by	signature: date:		

complied by	 signature: _	 date: _	 	
comments:	 	 	 	